

17 April 1973

MEMORANDUM FOR: CIA Management Committee

SUBJECT : Annual Personnel Plan

1. Forwarded herewith is the format for an Annual Personnel Plan (APP). This Plan has been developed by the Office of Personnel in order to provide a vehicle for forward planning and reporting on personnel management by component heads throughout the Agency. Please note that Part I is to be completed for FY 1974 prior to 1 July 1973 and that Part II is a series of reports, most of which will be generated by the Office of Personnel.

2. A number of subjects have been omitted from this first edition of the APP in order to simplify it and avoid making it an undue burden. It should, however, permit the development of comparative evaluations of personnel management by Agency components and serve as a base for developing Agency-wide and component personnel management objectives. Since these objectives would have to reflect the varying situations of the different components of the Agency, no attempt has been made initially to establish these. Rather, it is planned to develop these on the basis of the specifics revealed in the course of using the APP.

3. The APP will be discussed at a forthcoming meeting of the Management Committee.

Zs/ W. E. Colby

W. E. Colby
Executive Secretary
CIA Management Committee

MCA-30